



# 2014 DLM-PRO AWARD

## Employee's Recognition Nomination Form

**Nomination Period Opens OCTOBER 15, 2013**

**Nomination Period Closes NOVEMBER 15, 2013**

The nomination is for the following award: (Select one)

<input type="checkbox"/>	Customer Service Professional of the Year: Front Office & Support Services
<input type="checkbox"/>	Customer Service Professional of the Year: Out & About
<input type="checkbox"/>	Customer Service Team Excellence
<input type="checkbox"/>	Employee of the Year: Occupational Subgroup
<input type="checkbox"/>	Supervisor of the Year: Occupational Subgroup
<input type="checkbox"/>	Manager of the Year
<input type="checkbox"/>	Project/Program of the Year
<input type="checkbox"/>	Unit of the Year
<input type="checkbox"/>	Cost Savings/Innovative Idea of the Year
<input type="checkbox"/>	Integrity Award
<input type="checkbox"/>	Inspiration & Encouragement Award
<input type="checkbox"/>	Behind the Scenes Award
<input type="checkbox"/>	Lifesaving Medal
<input type="checkbox"/>	Community & Volunteerism Award
<input type="checkbox"/>	Photo of the Year



**For division heads only:**  
EMAIL this form with nomination information  
to **2014DLM-Pro**

OR DELIVER to  
Land Planning – 3<sup>rd</sup> Floor ITC Building

### NOMINEE

Job Title

Organization

Work Phone

Email

### NOMINATOR

Job Title

Organization

Work Phone

Email

### Important

- Any individual or group may nominate a candidate. The nomination must be submitted to the nominee's department/agency head who determines whether it be included in the division's final submission to the DLM-Pro Employee's Recognition Program Office. The nomination deadline from the division head is November 15, 2013.
- A written summary justification must be included describing why this nomination is exceptional, beyond the nominees assigned duties, and worthy of this award. Refer to award criteria.
- The summary justification must be typed, 12 point font, and not to exceed two pages as provided with this nomination form.
- Nomination without the summary justification, as required, will not be considered.
- All information on the nomination form must be complete, including the signatures.
- For group nomination, attach a list of the members of the group/team for granting of the award benefits should your group/team be selected as an award recipient.
- Provide a digital photograph of your nominee.

Nomination Form 2 of 5: JOB TITLE AND JOB DUTIES

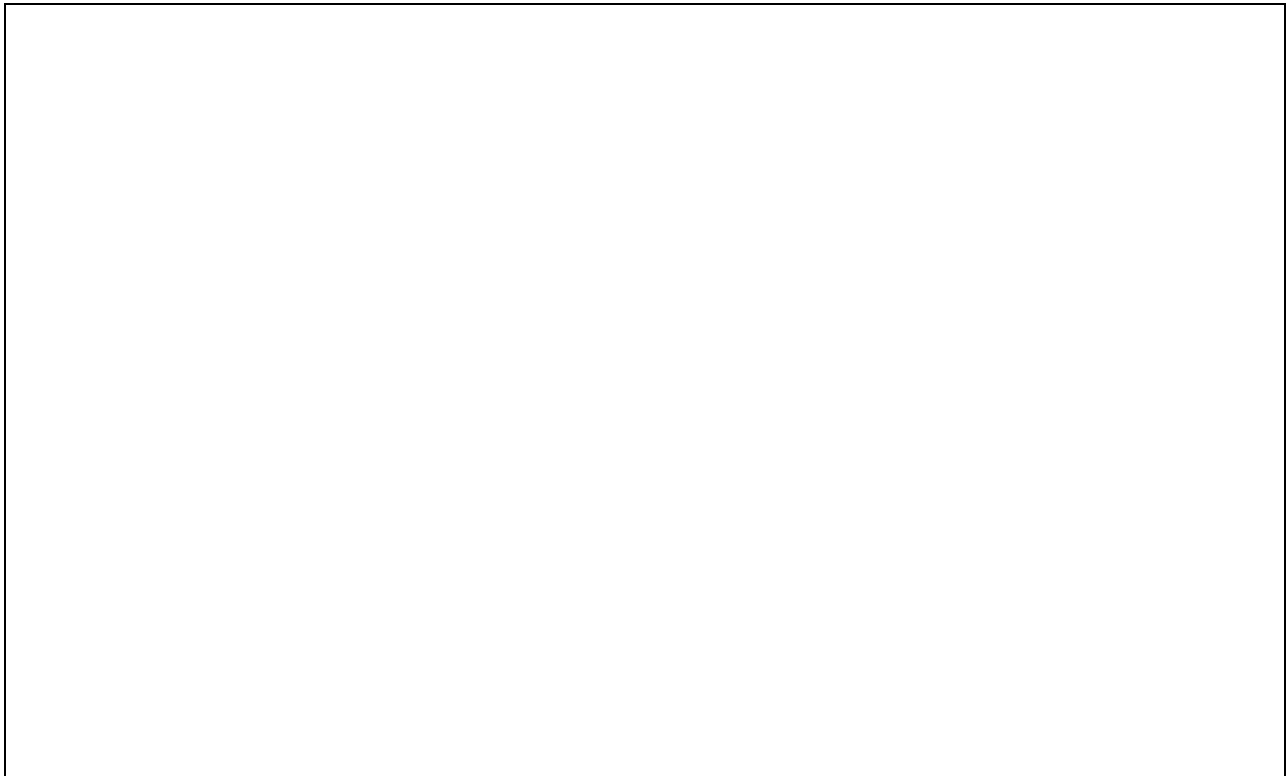
The Judges may not be familiar with the employee's job. Please provide the nominee's position title and a brief explanation of job duties in the space below. The Judges will compare this section to the actual nomination to see what is clearly **"above and beyond"** versus what is normally expected of the employee in his/her day-to-day job.





Nomination Form 5 of 5: REQUIRED SIGNATURES

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“I certify that all the information provided in this nomination is true, and that the submission meets all eligibility requirements. 2014 DLM-Pro Employee Recognition Program is hereby granted permission to share information on this nomination with other government agencies, organizations or others seeking examples of excellence in government.”

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Nominee's Signature

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Nominator's Signature

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Nominee's Immediate Supervisor's Signature

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Personnel Officer's Signature  
(as to verification of performance rating only)

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Director's Signature

**NOTE: PRINT THIS PAGE, SIGN, SCAN AND SUBMIT.**